

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4122

TITLE: POLYGRAPH EXAMINER

GRADE: S-20

DEFINITION:

Under general supervision, administers polygraph examinations; interprets results to determine truthfulness or deception; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a civilian class which supports public safety operations by conducting pre-employment polygraph examinations.

ILLUSTRATIVE DUTIES:

Schedules and administers pre-employment polygraph examinations;
Conducts pretest interviews to determine factors affecting test conditions;
Using polygraph instrument, records permanent and simultaneous record of cardiovascular, galvanic, and respiratory patterns;
Formulates questions to be used in polygraph examinations;
Interprets results of physiological responses noted on charts to determine truthfulness or deception;
Conducts further inquiry into cases where deception is noted;
Reports results of examination in writing;
May testify as an expert witness in court regarding polygraph findings;
May administer criminal examinations;
May conduct polygraph examinations for internal affairs investigations;
Requisitions supplies and recommends purchase of necessary equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the psychological and physiological aspects of polygraph;
Knowledge of polygraph techniques, chart analysis and interpretation;
Knowledge of the laws and regulations related to administration of polygraphs;
Skill in operating polygraph equipment, including computerized polygraph systems;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships with applicants and law enforcement staff;
Ability to maintain confidentiality and security of records and information.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Graduation from an accredited polygraph school approved or recognized by the American Polygraph Association; PLUS

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Three years of polygraph examination experience, preferably in law enforcement and pre-employment/criminal examinations.

CERTIFICATES AND LICENSES REQUIRED:

Must be a licensed Polygraph Examiner in the Commonwealth of Virginia.

RE-GRADED	July 31, 2009
ESTABLISHED:	June 3, 1996